

Committee name: Gleason Public Library Trustees

Meeting date: May 3, 2023

Zoom meeting

Meeting Minutes

Present: Karen Gettings, Christine Stevens, Kaitlin Waterson, Martha Feeney-Patten, Kate Reid (SB)

1. Call to order: 7:08PM
2. April minutes approved
3. Director's report
 - a. Budget is on track.
 - b. Library hired landscaper for cleanup. The DPW will spread the mulching that library will purchase
 - c. FY24 budget was approved
 - d. Roof-top ventilation unit is now up and running
 - e. PFAS treatment system is in house, but the filtering material has not yet been delivered
 - f. MFC is looking into mechanical room updates needed
 - g. Poetry contest had 67 entries!
 - h. Library was busy during Route to Sustainability Day. Library's table was very well attended creating robots out of recycled materials
 - i. Library is hiring a Page
 - j. New town HR system will require bi-weekly sign off of Martha's hours by Trustees or Town Administrator. Trustees decided to let Town Administrator take care of it.
4. Martha's new contract:
 - a. We will send the contract to Aubrey, new town HR director, to review, and for Town Counsel to review it.
5. Open meeting law webinar highlights
 - a. Only using email for scheduling purposes
 - b. Social media only for announcements
 - c. No requirement for public participation
 - d. Agenda should have specifics with no abbreviation, placeholders, etc.
 - e. If 2 or more Trustees attend another board meeting there can be no deliberation among Trustees.
6. Fundraising updates and Renovation action items
 - a. The Trustees have updates to the master plan, which they will work separately through the working group.
 - b. Christine created a database of potential donor email addresses, which she forwarded to Martha for input into Salesforce.
7. Next meeting date: June 5, 2023 at 7PM.
8. Adjourn at 8:48PM.

Minutes prepared by Karen Gettings and approved on June 5, 2023.